

EDITED KSA LISTING

CLASS: Correctional Plant Supervisor

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	General knowledge of types of heating, electrical, plumbing, water, refrigeration, domestic/waste water, and other mechanical systems and equipment necessary to ensure the efficient operation of the physical plant.
K2	Basic knowledge of the operation and maintenance of high-pressure steam boilers to provide adequate steam necessary for heating, hot water, laundry, food services and industrial processes.
K3	General knowledge of materials, methods, information technology and tools used in the maintenance, repair and alteration of buildings, equipment and grounds to ensure the efficient operation of the physical plant.
K4	Basic knowledge of the operation of mechanical refrigeration and air-conditioning systems to ensure adequate climate control of buildings and food storage spaces.
K5	Technical knowledge of the rules, regulations and safety orders of the California Code of Regulations applicable to work site operations, trade specific tasks and the maintenance of buildings and grounds.
K6	General knowledge of the principles of effective supervision and personnel management practices in order to direct all aspects of Plant Operations.
K7	General knowledge of the Department's Equal Employment Opportunity objectives to effectively direct staff.
K8	General knowledge of a manager's role in the Equal Employment Opportunity Program and the processes available to meet these objectives as it relates to the supervision and management of Plant Operations.

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#	Knowledge, Skill, Ability
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	Skill to:
S1	Communicate both orally and in writing to provide clear and concise information/ideas.
S2	Planning, organizing, and directing the work of staff involved in maintaining the infrastructure of the physical plant to preserve and promote operational efficiency and energy conservation.
S3	Read, interpret, and work from computers, plans, drawings, and specifications to provide project direction or information for the repairs of existing systems/facilities and to verify accuracy of documents for compliance with applicable codes.
S4	Apply mathematical skills to perform calculations to prepare various documents (e.g., purchase requisitions/contracts, cost estimates for building repairs, maintenance, mechanical installations, etc.).
S5	Implement and maintain the Standard Automated Preventive Maintenance System for building(s) and mechanical equipment to reduce maintenance costs and maximize the structure/equipment life cycle.
S6	Plan and direct the work of staff (i.e., supervisors, skilled craftspeople and semiskilled workers) to provide coordinated maintenance services to the institution.
S7	Keep accurate records for applicable compliance with regulatory agencies and Department requirements.
S8	Think and act quickly to respond promptly to emergency situations and evaluate the most appropriate course of corrective action.
S9	Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.